



# *CITY COUNCIL*

## *Work Session*

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***Work Session  
Penn Room***

***Monday, May 16, 2011  
7:00 P.M.***

*Although Council Work Sessions are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the work sessions. Comment from citizens or professionals during the work session may be solicited on agenda topics via invitation by the Council President.*

- I. Call to Order**
- II. Managing Director's Report**
- III. Council Staff Report**
- IV. Other Matters**
- V. Adjourn**

## **City of Reading**

### **City Council**

#### *Work Session*

**Monday, April 18, 2011**

**Councilors Attending:** V. Spencer, F. Acosta, M. Goodman-Hinnershitz, S. Marmarou, D. Reed, D. Sterner, J. Waltman

**Others Attending:** L. Kelleher, C. Geffken, C. Younger, F. Denbowski

Vaughn D. Spencer, President of Council, called the Work Session to order at 7:15 pm.

#### **Managing Director's Report**

Mr. Geffken read the report distributed to Council at the meeting covering the following:

- Over 900 residents have participated in the Citizen's Core Services survey. The survey will be available on the City's website until April 29<sup>th</sup>
- General Fund balance of \$1.1M at the end of February; General Fund balance at the end of March \$2.8M; General Fund balance as of March 18<sup>th</sup> \$4.6M
- Planning meeting for the Environmental Center at Angelica Environmental Park. Project will be accomplished through the donation of labor and supplies.

#### **Council Report**

Ms. Kelleher reported that the Blighted Property Review Committee is preparing for their next cycle of Determination and Certification hearings that will begin in April. Approximately thirteen (13) properties will be addressed at each Determination and Certification hearing.

Ms. Kelleher stated that Matt Love from Exide came into City Hall last week to execute the Access Agreement, Memorandum of Understanding, and the first round of NPDES permits.

Ms. Kelleher reminded City Council of the need for them to select participants for the Redistricting Committee and the Citizens Advisory Board.

#### **Discuss Outsourcing of Other Tax Billing and Collection Areas**

Mr. Geffken announced that he will be meeting with the Reading School District to discuss their willingness to take on the billing and collection of Per Capita tax. He

noted that the School District has information on students which cannot be shared with the City; therefore it makes sense for them to undertake this process.

Ms. Kelleher also noted the need for the City to also share information with the School District if they accept this challenge, as the City has information on adults and tenants that the School District does not have access too.

Mr. Waltman suggested that the City Council and the Administration further review the EIT collection. He expressed the belief that less people file Earned Income tax returns each year.

Mr. Acosta suggested encouraging people to pay their Earned Income tax by offering an amnesty program that would cover one (1) – two (2) years.

Mr. Waltman noted the miscue in EIT in the Act 47 Recovery Plan.

Mr. Marmarou noted the need to improve collection of Per Capita at the Housing Authority's developments and the City high-rises. He expressed the belief that there is a huge gap in the amount collected and the amount owed

Ms. Goodman-Hinnershitz noted the need for the City to develop a strategy with action steps while building consensus.

Mr. Geffken stated that the Administration will appreciate Council input in the collection of Earned Income tax and Per Capita tax.

### **Recycling Update**

Mr. Spencer stated that Public Service Works was asked to review the City's recycling program to see if that service could be provided by City employees at a lower cost.

Mr. Muller from Public Service Works introduced Mr. Anderson and Ms. Napp from the Institute for Local Self-Reliance and Recycle World, which assesses the cost of City run recycling. Mr. Anderson and Ms. Napp attended via conference call.

Mr. Anderson described the study model to develop an estimate that shows the City will save approximately \$220,703 annually or 17% less than the contracted cost.

Mr. Anderson stated that the City used three (3) types of recycling programs as follows:

- Recycling Bank
- Pay-As-You-Go

- Single stream recycling

Mr. Anderson stated that the Recycling Bank and the Pay-As-You-Go programs would not work well in Reading; therefore the third model, Single Stream recycling was reviewed.

Ms. Napp stated that the Institute looked at the way collection could be improved. She stated that Reading's participation rate is approximately 60%.

Mr. Waltman inquired about the assumptions used in making the estimate.

Mr. Murin stated that the 2012 contract rate was used for labor costs. The City would need to retain two (2) full-time employees and ten (10) part-time employees. The part-time employees would be paid \$15.50 per hour.

Mr. Anderson stated that the collection rate (speed of employees performing work) and density of materials (without the use of compactor trucks) was also studied. He explained that as recycling service occurs on public streets it is most easy to study the collection practices used by the City's contractor.

Mr. Waltman expressed the belief that the potential savings should be shared with City residents. He noted the need for residents to feel some relief.

Ms. Goodman-Hinnershitz noted her appreciation of the report and the focus on ramped up education of the Reading community.

Ms. Reed inquired about enforcement for those who misuse or refuse to recycle. Mr. Denbowski stated that enforcement is difficult as one has to catch the person in the act. However, he stated that the City will be adopting an enforcement model currently used in Philadelphia.

Mr. Murin noted the success of the start of the new recycling collection program at the Reading School District.

Ms. Goodman-Hinnershitz agreed with the need to improve participation through education.

Mr. Marmarou noted the problem with theft of recycling materials after they are set out at the curb. Mr. Denbowski described the stings that are conducted sporadically.

Mr. Denbowski noted that the City's contract for recycling collection is about to expire. He stated that if the City wants to use the internal model they will not need to bid the program out. He noted the need to make the decision by June. He stated that the first step will be to create the full-time positions to support the program.

Mr. Waltman noted the need to allow flexibility in the job descriptions that will allow employees to perform other tasks during down hours.

Mr. Acosta suggested a portion of the savings be returned to those who pay for the recycling service.

Ms. Goodman-Hinnershitz expressed her belief in in-house recycling service as the generally better investment from the employees.

Mr. Murin thanked the Council for reviewing and discussing this issue.

#### **Lease Agreement – Firefighters Museum**

Mr. Denbowski stated that the Administration is presenting the proposed lease agreement for the Firefighters Museum located at 5<sup>th</sup> and Franklin Streets. He stated that the agreement is a standard ten (10) year agreement with one (1) year extensions for \$1 per year. He stated that the Fire Department scuba team will also be located at this facility.

Mr. Acosta inquired about the required maintenance of the facility and the maintenance plan. Mr. Denbowski stated that a group meets regularly to review the maintenance needs, which are the responsibility of the City.

Ms. Goodman-Hinnershitz expressed the need to develop and follow a maintenance schedule.

Former Fire Chief Bansner described the collection currently held at the museum and the finances of the organization. He also described the organization's desire for new acquisitions. He invited Council to come and tour the facility and described the organizations interest in preserving the history of the City's Fire Department.

Ms. Goodman-Hinnershitz and Mr. Sterner thanked Mr. Bansner for the detail on the collection housed at the Fire museum.

The Work Session adjourned at approximately 8:31pm.

*Respectfully submitted by Linda A. Kelleher CMC, City Clerk*



# **Council Staff Report**

## **04/01/11 through 04/30/11**

### **Council Staff**

**Linda Kelleher, City Clerk**

**Michelle Katzenmoyer, Deputy City Clerk**

**Maritza Loaiza, Administrative Assistant**

**Nilka Amonte, Intern**

### **Constituent Service**

The following table is a rough tabulation of the number and type of issues addressed by the Council Office:

#### **Calls for Directory Assistance**

<b>Call Type</b>	<b>Number of Calls</b>
Solid Waste	6
Codes	19
Tax	0
Mayor	4
Police	7
Fire	1
Community Development	3
Planning & Zoning	10
Human Resources	7
Accounting/Finance	5
Law	2
Managing Director	2
RAWA	10
Public Works	5
IT	0
Parking Authority	4
Services Center	23
Human Relations Commission	1
Parks/Recreation	0
Streets	3

Building and Trades	3
Purchasing	2
Treasury	0
Auditor	0
Sanitary Sewers	0
<b>Total Calls</b>	<b>117</b>

<u>Messa</u> <u>ge for</u> <u>Counc</u> <u>il</u>	<u>Complai</u> <u>nts</u>	<u>Non-City</u> <u>Directory</u> <u>Assistanc</u> <u>e</u>	<u>Calls</u> <u>Handled</u> <u>In-Office</u>	<u>Tot</u> <u>al</u> <u>Call</u> <u>s</u>	<u>Wal</u> <u>k-</u> <u>Ins</u>	<u>Email</u> <u>Reque</u> <u>sts</u>	<u>Email</u> <u>Complai</u> <u>nts</u>	<u>Total</u> <u>Email</u>	<u>Total</u> <u>Constit</u> <u>uent</u> <u>Service</u> <u>e</u>
18	8	43	268	454	39	727	418	1145	1599

### **Houses Identified As Missing Housing Permits, Business Licenses, or Zoning**

**Areas Covered:** MDJ Cases  
Property transactions  
Citizen complaints

**Total (Since Feb. 2008): Approx. 10,460**

### **Staff Activities**

Between 04/01/11 and 04/30/11 Council staff accomplished the following tasks:

#### **Drafted and Prepared**

Linda:

- Progress Report on Act 47 Implementation
- Police Promotion Resolutions
- Continued Revision Certificate of Transfer Ordinance
- Letter supporting Mary's Shelter programs
- Sewer Investigation letters
- BPRC Notices, Orders, Affidavits for April Determination Hearing
- BPRC Notices, Orders, Affidavits for May Determination Hearing
- Charter Board Meeting Ad
- Council Activity Report
- Transmission letters re R-BAR CORE Program, Firefighters Museum Lease Agreement



- Candidate Integrity Letter and Legislation
- Meeting Reports

Michelle:

- BAC Expiration letters
- BAC Background Checks
- BAC Background Issues letters
- Complaint Updates
- Solicitation Permit Database Update
- Accounts Payable
- Staff Report
- Meeting Summaries
- Meeting Agendas – including ipad preparations
- Financial Interest Statements
- Update website Boards, Authorities and Commissions
- 10 Year Park and Open Space Plan survey compilation
- Commendations
  - Fair Housing Month
  - Municipal Clerk's Week
  - Winter Sports RHS
  - Winter Sports Central Catholic
  - Winter Sports Holy Name
  - AFSCME Week
  - Great American Clean Up
  - National Police Week/Police Memorial Day
- Appointment/Reappointment Resolutions
  - William Gernert
  - Ricardo Nieves
  - Tim Steinrock
  - Carl McLaughlin
  - Frank Gilyard
  - Alan Shuman

Maritza:

- Copy and distribute all memos, handouts, and agendas per City Clerk to Council and other departments
- Scan legislation
- File all paperwork (i.e., contracts, minutes, agendas, bills, ordinances, resolutions, etc.) accordingly
- Distribute incoming mail to office staff and council members
- Register meeting speakers as requested
- Prepare and mail Thank You letter for invocators at City Council meetings
- Prepare and mail Thank You letters to speakers

- Answer constituent questions to best of my ability, forwarded complaints to appropriate departments, and updated complaint log
- Assisted constituents with legislative information they were researching or requesting
- Mail all necessary handouts/paperwork to BAC members
- Updated Codified Ordinance Books, current and vault copies
- Translate any needed fliers and documents
- Locate, Scan, and/or Copy requested legislation for various departments, other entities, or constituents.
- Type and correct dictation done by City Clerk
- Complete accounts payable forms and update budget
- Prepare Council agenda packets
- Prepare Board of Health agenda packets
- Prepare Board of Health minutes
- Train Intern in basic duties

Nilka:

- Distributed memos, handouts, and agendas per City Clerk to Council and all other departments as necessary
- Filing
- Updated Act 47 Progress Report
- Scan archived Reading Eagle articles

All staff:

- Committee of the Whole minutes, Committee meeting minutes and Regular minutes
- Drafted correspondence and memos for members of Council

## **Researched**

Linda:

- EMS History for Fire Department
- Properties for BPRC Target list recommended by Codes, Fire and citizen complaints
- Act 47 Recovery Initiatives
- Financial Policies re check cashing and transfers
- Inter-fund transfers
- RAWA Meetings re Act 47 required contributions to City
- Residential Parking Permits for Parking Authority
- EIT Collection 2000-2010

Michelle:

- Fine Arts Board
- 334 Chestnut St

Maritza:

- None

## **Meetings Attended**

Linda:

- 4/7 - Library Work Group
- 4/7 - Act 47 Implementation
- 4/7 - Glenside Community Meeting re Mike O'Pake
- 4/8 - Illegal Housing w/ Eric Weiss
- 4/12 - Historic District Meeting
- 4/12 - BCAP
- 4/13 - Chief Building Inspector Oath & BPRC Process
- 4/14 - Illegal Housing w/ Eric Weiss
- 4/14 - Act 90 Implementation
- 4/18 - Act 90 implementation for RAWA
- 4/19 - LRA – Navy Marine Center Tour for Berks Catholic
- 4/19 - Act 90 Work Group
- 4/19 - LRA Meeting
- 4/20 - BPRC Determination Hearing Prep w/ M. Mayfield
- 4/21 - Act 46 Implementation
- 4/21 - BRPC Determination Hearing
- 4/22 - Oath Carl McLaughlin RAWA
- 4/26 - Six Sigma Training
- 4/26 - WWTP Update
- 4/27 - PEL Breakfast re Act 47
- 4/27 - Redevelopment Authority re Navy Marine Center
- 4/28 - NHS re Operation Facelift
- 4/28 - Economic Development Strategy Update
- 4/29 - Illegal Housing w/ Eric Weiss

Michelle:

- 4/1 – Bid opening – Angelica Boathouse windows
- 4/4 – Committee of the Whole
- 4/4 – Administrative Oversight Committee
- 4/6 – RFP opening – Design and Construction of Customer

Service Center

- 4/8 – Eric Weiss re illegal rentals
- 4/11 – Committee of the Whole
- 4/15 – Eric Weiss re illegal rentals
- 4/18 – Committee of the Whole
- 4/18 – Public Works Committee
- 4/19 – Bid opening – Streetlight Improvements
- 4/19 – Park and Recreation Advisory Committee
- 4/20 – RFP opening – Copiers
- 4/25 – Committee of the Whole

4/26 – Environmental Advisory Council  
4/29 – Bid Opening – Speed Tables

Maritza: 3/14 – Youth Fun Day Committee  
3/22 – Youth Fun Day Committee  
3/29 – Youth Fun Day Committee

## **Requests for Information – 6**

### **Activities of Boards, Authorities and Commissions**

#### **Redistricting Commission and Citizen's Advisory Board**

Just a reminder to identify candidates to serve on these two panels. Candidates need to fill out and submit the standard Board, Authority & Commission application located on the City's website.

The **Citizens Advisory Board** is composed of 7 members appointed by the Mayor and 14 appointed by Council (2 from each Council District and 2 by the Council President)

The **Redistricting Commission** is composed of two members of the Planning Commission, one member from each Council District and one member appointed at large.

**Environmental Advisory Council** – The EAC welcomed a new member, Ricardo Nieves. The EAC brought Mr. Nieves up to speed on their work to date and their current projects. There was discussion of members attending community group meetings to determine the environmental issues they encounter and also to plan the next “summit” meeting. The EAC received updates on the Earth Day event, the Great American Clean Up, and the remediation of Bernhart Park. There was discussion about grants that the EAC could apply for to fund projects and possible projects to move forward.

**Park and Recreation Advisory Committee** – The PARC received an update on the progress of the 10 Year Park and Open Space Plan update. The RSD surveys have been returned and are currently being analyzed and the results compiled. They also received an update on the formation of the Recreation Commission.

**Board of Health** – The Board of Health did not meet in April due to a lack of quorum. The next meeting is scheduled for June 1 at 6 pm in the Penn Room.

**Blighted Property Review Committee** – The Reading Redevelopment Authority (RRA) is beginning eminent domain proceedings on the following properties:

- 127 Walnut St
- 360 McKnight St
- 343 McKnight St

The Blighted Property Review Committee staff identified potential new owners for the following two sites and asked the RRA to begin eminent domain:

- 1237 Buttonwood St
- 1459 Fairview

The Reading School District has expressed interest in taking ownership of 945 & 947 Court Street, which is currently under demolition.

The following properties are listed on the May Determination Hearing agenda:

- **922 Penn St, owned by Brito Amado, 108 N Front Street, Reading PA, Purchased March 2001 – TABLED at 4-21 Hearing**
- **615 Church St, owned by Susan Moser, 1823 Cotton St Reading Pa 19606, Purchased January 2005 – TABLED at 4-21 Hearing**
- **517 Strong Alley, Jack Shutlz, owner, 1801 Cambridge Ave Apt A18 Wyomissing Pa 19610, Purchased Dec 2009**
- **519 Strong Alley, Jack Shutlz, owner, 1801 Cambridge Ave Apt A18 Wyomissing Pa 19610, Purchased Dec 2009**
- **304 Elm Street St, owned McCrea & Joyce Boykins, 628 Spruce Street, Reading Pa 19602, No purchase date listed**
- **306 Elm Street, owned by Eloisa Cortes Detinoco, 207 N 2<sup>nd</sup> St Reading Pa 19601, Purchased March 1998**
- **401 Green Terrace, owned by Rough Diamonds Assets LLC aka , PO Box 124 East Earl Pa 17519, Purchased March 2011**
- **600 N 3<sup>rd</sup> St, owned by Amor Nouri, 1045 Church Rd Green Lane Pa 18054, Purchased Dec 2008**
- **115 S 6th St, owned by Ricardo Reyes Nury Reyes, 1113 Boulevard New Milford NJ 07646, Purchased August 2006**
- **602 N 3rd St, owned by Ricardo Reyes Nury Reyes, 1113 Boulevard New Milford NJ 07646, Purchased August 2006**
- **243 Washington St., owned by Juan Velez Carmen Velez, 510 Lockheed Ave Reading Pa 19601, Purchased March 2000**
- **737 N. 4th St., owned by Pamela Mooneram, 12061 171st St Jamaica NY 11434, Purchased October 2004**
- **829 N 11 St., owned by Xavier Mendoza, 1009 N 10th St Reading Pa 19604, Purchased April 2002**
- **144 Mulberry St., owned by Oscar Molina, 333 Minor St Reading Pa 19602, Purchased Feb 2004**

**Reading LRA** – The LRA learned in April that Mary's Shelter is now interested in using the current Navy Marine main building, instead of building a new home on a one acre parcel at the rear of the site. Berks Catholic toured the facility in mid-April and is considering using the site for practice sports fields. At the LRA meeting the Board asked the City Clerk to again explore possible commercial and/or ratable uses for the

remaining 6 acre parcel and to consult with the Redevelopment Authority about their interest in the reuse of the property. If the LRA decides to go with something other than a No Cost transfer to an eligible recipient, the Navy will have an appraisal of the property completed to determine the fair market value of the property and the property will go out for public bid.

**Bernhart's Park** - Exide provides the following update on the Park Remediation Project:

- Exide's geotechnical consultant continues to be Advanced Geoservices.
- Exide's remediation contractor is Environmental Restoration Inc. (ERI).
- ERI will be responsible for the park maintenance (mowing) during the construction.
- Per the access agreement, ERI will not be on site until the contract is executed and the insurance certification naming the City as an additional insured is in place.
- ERI desires to mobilize and begin placing the air monitoring and do soil characterization on Monday, 05/09.
- Exide does NOT allow their contractors to speak with the media and has their public relations professionals handle this aspect. They are aware of the request from WFMZ-69 and the Reading Eagle for updates and will be preparing a press release.
- PA DEP questioned the lake drawdown for the dam's structural inspection and was informed that this will not be occurring simultaneously as has already been discussed with Dam Safety.